

The following, shows the daily breakdown and staff required to attend the Institutional In-Service for 2016. ALL classes are scheduled from 0800 – 1700 hours each day, and will be held at the Virginia Public Safety Training Center, located at 7093 Broad Neck Road, Hanover, VA 23069. All sessions are available in the COV Knowledge Center for registration.

Day 5 of In-Service training will be Dress down Days. Proper attire is: solid colored sweat pants/suit, crew neck t-shirt, and athletic shoes. Clothing shall be free of pictures, language, and designs. It cannot be provocative and cannot expose midriff. Clothing must fit properly, and be worn as designed.

**Not permitted:** tank top, muscle shirts, open toe shoes, boots, jewelry and hats. Please note that this list is not all inclusive and attire may be addressed on an individual basis as needed.

Proper attire for Days 1, 2, 3 and 4, will be the uniform for security series staff members or professional dress attire for non-security staff members.

- **Day 1: Safety and Security and Practical Applications**

- Required for Security and Residential Series
- Required for those serving as Administrators-On-Call (AOC)
- Optional for all others

- **Day 2: Decision Making: Knowing the Temperature of your Group: Situational Leadership and Stinky Thinking.**

- Required for Security and Residential Series
- Required for those serving as Administrators-On-Call (AOC)
- Optional for all others

- **Day 3: Gangs, PREA, SIB, Emerg. Preparedness, Standard Prec.**

- Required for ALL JCC Staff

- **Day 4: Games Residents Play: Abuse/Neglect, Behavior Management**

- Required for ALL JCC Staff

**2016 In-service Dates (DRAFT)**

- 2/1 – 2/5, 2016
- 2/22 – 2/26, 2016
- 3/7 – 3/11, 2016
- 3/21 – 3/25, 2016
- 4/4 – 4/8, 2016
- 4/18 -4/22, 2016
- 5/2 – 5/6, 2016
- 5/9 – 5/13, 2016
- 5/23 – 5/27, 2016
- 6/13 – 6/17, 2016
- 6/27 – 7/1, 2016
- 7/11 – 7/15, 2016
- 7/25 – 7/29, 2016
- 8/15 – 8/19, 2016
- 8/29 – 9/2, 2016
- 9/12 – 9/16, 2016

- **Day 5: Handle With Care Recertification**
  - Required for Security and Residential Series
  - Required for those serving as Administrators-On-Call (AOC)
- **Day 5: Safety and Security and Handle With Care for Direct Supervision: (# 11 Classes offered in 2016)**
  - Required for Direct Supervision staff
  - Offered once a month

#### **Attendance Information by Classification**

- **Security Series and Residential staff – Days 1-5**
  - JCO, JCOSr, Sgt., Lt., Capt., Major, RS I & II, Community Coord.
- **Direct Supervision Employees – Days 3 - 5 (days 1-2 optional)**
  - BSU, Medical, Counselors, Recreation, Teachers, etc...
- **Administrators On Call – Days 1-5**
  - Superintendent, Asst. Superintendent, Treatment Program Supervisor, Community Manager, Operations Manager, other positions serving as AOC (such as Counselor Supv.)
- **Clerical and Support – Days 3-4 (days 1-2 & 5 optional)**
  - Clerical, Maintenance, Food Service, Volunteer Coordinator

- 9/26 – 9/30, 2016
- 10/3 – 10/7, 2016
- 10/17 – 10/21, 2016
- 10/31 – 11/4, 2016
- 11/14 – 11/18, 2016
- 11/28 – 12/2, 2016
- 12/5 – 12/9, 2016
- 12/19 – 12/23, 2016

#### **Handle with Care and Safety and Security for Direct Supervision:**

- 2/5/2016
- 3/7/2016
- 4/8/2016
- 5/6/2016
- 6/17/2016
- 7/1/2016
- 8/19/2016
- 9/16/2016
- 10/7/2016
- 11/4/2016
- 12/2/2016

When searching in the Knowledge Center, use keywords “**Institutional 2016**”.

For assistance with registration, contact, Academy Registrar, or 804-323-2004.

If you have questions, please contact Jerry Johnson, Training Program Supervisor, at [jerry.johnson@djj.virginia.gov](mailto:jerry.johnson@djj.virginia.gov)